

Job Opportunity

May 16, 2007

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**DUTY STATEMENT
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**CALIFORNIA DEPARTMENT
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1300 National Drive,
Suite 200
Sacramento, CA 95834
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TEL (916) 419-7525
FAX (916) 928-2269



**APPLY NOW
CLICK HERE!**

Staff Information Systems Analyst (Retired Annuitant)

**Temporary Intermittent
Approximately 12 months
Salary: \$28.26 - \$34.36 per hour**

Here is an opportunity for a high energy person with Network experience and knowledge of Windows 2000/2003 Server including Exchange 2003.

The Retired Annuitant opportunity is in the Information Technology Branch and the appointee would be working approximately 25-30 hours per month.

PROGRAM: Under the general supervision of the Chief Information Officer, the position serves in an emergency support capacity for the Network Administrator.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Provides support in the operation of network devices including switches, routers and servers. Conducts analyses and develops solutions for any malfunction of these devices. Communicates with the data center to identify and resolve network connectivity problems.
- Resolves problems with the management of network resources including services, software, applications, folders and files on the network drives.
- Uses security resources such as spam filter, antivirus software and security patch deployment tools to ensure that the network is operational and secure.
- Troubleshoots and resolves problems with the Exchange and Outlook email systems so that email functionality is maintained and user productivity is not impaired.
- Ensures the effective operation of the network backup system so that files may be recovered when they are lost.
- Provides recommendations and guidance to staff regarding industry best practices regarding network operations, security, and maintenance.

WHO MAY APPLY:

Applicants at the Staff Information Systems Analyst level or who have eligibility for appointment at this level.

Location: Sacramento—Natomas Area. FREE PARKING!

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

